

Recruitment & Training Committee

Meeting Minutes

Tuesday, April 18, 2019

10 a.m. – 11 a.m.

Civic Center Plaza Building – 9th Floor, Suite 924

1200 Third Avenue

San Diego, CA 92101

Present: Committee Chair Maria Nieto-Senour, Doug Case, Sheila Holtrop, Nancy Vaughn, Executive Director Sharmaine Moseley

Absent: Chair Joe Craver, 2nd Vice Chair Taura Gentry, Kevin Herington

- I. Welcome/Call to Order: Committee Chair Maria Nieto-Senour called the meeting to order at 10:10 a.m.
- II. Purpose of Recruitment & Training Committee Meeting – Committee Chair Maria Nieto-Senour waived the reading of this statement since there was no one from the public in attendance.
- III. Non-Agenda Public Comment: None
- IV. Approval of the February 19, 2019 Committee Meeting Minutes (Maria Nieto-Senour): The minutes were reviewed.

Nancy Vaughn moved to approve the minutes. Sheila Holtrop seconded the motion. The motion passed unanimously with a vote of 4-0-0.

Nieto-Senour (yes), Case (yes), Holtrop (yes), Vaughn (yes)

- V. CRB Training Academy (Committee Chair Maria Nieto-Senour)
 - A. Implementation Process/Procedure –The Academy must allow individuals to go review cases in IA & be assigned to a Team. Can the Mayor appoint to the Academy? Will the trainees be allowed

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to go into Internal Affairs? CRB leadership should check with Joel Day to see if people who attend the new Training Academy can go to IA for case review or what would he recommend.

The Committee agreed to move forward with the training while raising the question with Joel.

The process will consist of the following steps:

1. Interview 2. Background Check 3. Appointment 4. Training

- B. Marketing/Outreach – The City’s Communication Department will assist with this. Marketing for potential people who are interested.

Executive Director Moseley informed the Committee that within the last year she received emails from at least 5 people who expressed an interest in the CRB. She agreed to notify the interested candidates who contacted the CRB office within the last year to see if they are still interested. She will also let them know about the new Training Academy.

- C. Timeline – The Academy will run for 8 weeks on Saturdays (9am-12pm) except for 1 training that will take place on a Friday. We will cap off the attendees at 14 with a minimum of 7 in a class.

The Committee agreed to start the training in September. By that time the Red Binder will be available.

VI. Update on Interview Panel Improvements (Maria Nieto-Senour)

A. Revise Interview Questions

- i. Circulate to the CRB for input (Sheila Holtrop) – The Committee discussed and revised the interview questions. Sheila Holtrop agreed to update the questions and have it ready by the next meeting.
- ii. Validate Per Equal Employment Opportunity Guidelines for questioning (Sharmaine Moseley) – Once the questions are

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finalized, Sharmaine Moseley will send the questions to Human Resources for feedback.

Doug Case agreed to update the overview statement for the interview packet.

- B. Involvement of Organizations to Participate on Panel- The Committee would like to invite to panelists from Community Organizations such as: La Raza, Alliance San Diego, Women Occupy, NAACP, Chicano, BAPAC, CPI, Earl B. Gilliam Bar Association, T Holman Law Association.

Committee plan to announce that they want to add two outside representatives to the interview panel. If interested, the person should send a letter of interest and resume to the CRB's Executive Director.

- VII. Status of Recruitment Script/Information Card (Taura Gentry) – **Item Tabled**

- VIII. Status of Recruitment Information Card (Taura Gentry) – **Item Tabled**

Name	Phone#	Email
Zip Code		
Council District		

- IX. Report on CRB Liaison for Local Leadership Training Programs – All of the below organizations will be given the Training Academy flyer which will be created by CRB staff..
- A. Center on Policy Initiatives' Boards and Commissions Leadership Institute (**Chair Maria Nieto-Senour**)
 - B. San Diego Leadership Alliance (**Doug Case**)
 - C. San Diego LGBT Community Centers Young Professionals Council Academy (**Doug Case**)
 - D. United Way's Emerging Leaders Council (**Sheila Holtrop**)

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- E. Mid-City Community Action Network Boards and Commissions
Leadership Training Program – (**Chair Maria Nieto-Senour**)
- F. LEAD San Diego Public Leadership Institute – (**CRB Chair Joe
Craver and/or Doug Case**)

- X. Adjournment: 11:55 a.m.